

# Intern Program

## Grant Application Information for the State Public Transportation Intern Program

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<http://www.drpt.virginia.gov>

<https://olga.drpt.virginia.gov>

# GRANT APPLICATION INFORMATION AND INSTRUCTIONS PACKAGE FOR THE STATE PUBLIC TRANSPORTATION INTERN PROGRAM

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## State Aid to Public Transportation Intern Program

- **Procedures for Applying for the State Aid to Public Transportation Intern Program**

Forms and instruction for completing the forms to apply for State Aid can be found on the DRPT OLGA website at <https://olga.drpt.virginia.gov>. Instructions on how to use the OLGA System to submit your application to DRPT can be found at the link above and in the individual application files at the web site above. A brief description of all financial assistance programs administered by DRPT is found in the [Overview of Financial Assistance for Public Transportation in Virginia Administered by DRPT](#).

- **Resolution Authorizing the Application**

In order to ensure that local matching funds will be available to support all grant applications, a resolution from the governing board, council or commission of the grant applicant is required. The resolution must authorize the submission of the grant application and certify that all necessary local matching funds will be provided if the grant application is approved. A single resolution may be used to authorize all grant applications for the fiscal year. A sample resolution is provided in [APPENDIX A](#).

- **Purpose of the Program**

The Public Transportation Intern Program is designed to increase awareness of public transportation as a career choice for aspiring managers by enabling qualified people to gain experience in public transportation management through exposure to, and work in, activities undertaken by public transportation agencies. These agencies benefit by having additional resources available to conduct and complete special projects and handle other duties associated with the routine operations of the agency.

The Public Transportation agency will be responsible for having upper management orient the intern to the public transportation industry. DRPT will participate in the orientation process by sponsoring a one-day orientation meeting in Richmond as well as assisting the agency as needed. Virginia's public transportation agencies, both transit properties and TDM/Ridesharing organizations, are eligible to submit a proposal for an intern.

The Intern Program is designed to attract college graduates interested in pursuing a career in public transportation and will support an intern for a twelve-month period. DRPT will cover 95 % of the eligible costs with the public transportation agency providing the local matching funds of 5%. Intern salaries should reflect the agency salary scale. Typical salaries have been in the \$25,000 range, excluding fringe benefits.

- **Benefits to the Intern**

The public transportation agency should structure the intern position to provide the following experience:

- ☐ Gain exposure to the management of a public transportation property.
- ☐ Gain experience in specific operations of the public transportation property.
- ☐ Make use of learned theoretical procedures in daily operations.
- ☐ Complete specific assignments determined by the public transportation agency and DRPT.
- ☐ Gain a broad understanding of the public transportation agency's goals and objectives.
- ☐ Gain a broad understanding of political and operational structure of a public transportation agency.

- **Duration of Projects**

Public Transportation Intern Grants are awarded for one year at a time. An intern project can extend for up to two years, however the submission of two applications will be required in two subsequent grant application periods if a two year program is desired. Second year applications (the continued support of an intern already employed) should be described as such in the project application. It is expected that all Public Transportation Intern projects will be underway during the fiscal year in which the grant is awarded.

- **Eligible Recipients**

- ☐ Local governing bodies
- ☐ Transportation District Commissions
- ☐ Public service corporations
- ☐ Planning District Commissions
- ☐ Human service agencies involved in the coordination of rural public transportation

- **Matching Ratio**

The Public Transportation Intern Program provides up to 95% of approved project expenses. A 5% match of project costs must be supplied from local sources.

- **Eligible Expenses**

Eligible expenses include the wages, fringe benefits, training, and travel for a temporary employee (intern).

[APPENDIX B](#) contains additional information regarding eligible expenses, the use of cash and in-kind contributions as local match, and grant budget line item definitions.

## APPENDIX A - Sample Resolution Authorizing the Application for State Aid to Public Transportation

BE IT RESOLVED by the (GOVERNING BODY OF APPLICANT) that the (DESIGNATED OFFICIAL OF THE APPLICANT) is authorized, for and on behalf of the (PUBLIC BODY APPLICANT), hereafter referred to as the, **PUBLIC BODY**, to execute and file an application to the Department of Rail and Public Transportation, Commonwealth of Virginia, hereafter referred to as the, **DEPARTMENT**, for a grant of financial assistance in the amount of \$ \_\_\_\_\_ to defray the costs borne by the **PUBLIC BODY** for public transportation purposes and to accept from the **DEPARTMENT** grants in such amounts as may be awarded, and to authorize (DESIGNATED OFFICIAL OF THE APPLICANT) to furnish to the **DEPARTMENT** such documents and other information as may be required for processing the grant request.

The (GOVERNING BODY OF APPLICANT) certifies that the funds shall be used in accordance with the requirements of Section 58.1-638.A.4 of the Code of Virginia, that the **PUBLIC BODY** will provide funds in the amount of \$ \_\_\_\_\_, which will be used to match the state funds in the ratio as required in such Act, that the records of receipts of expenditures of funds granted the **PUBLIC BODY** may be subject to audit by the **DEPARTMENT** and by the State Auditor of Public Accounts, and that funds granted to the **PUBLIC BODY** for defraying the expenses of the **PUBLIC BODY** shall be used only for such purposes as authorized in the Code of Virginia. The undersigned duly qualified and acting (TITLE OF OFFICER) of the **PUBLIC BODY** certifies that the foregoing is a true and correct copy of a Resolution, adopted at a legally convened meeting of the (GOVERNING BODY OF APPLICANT) held on the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

If applicant has an official seal  
(Official Seal goes here)

\_\_\_\_\_  
(Signature of Recording Officer)

\_\_\_\_\_  
(Title of Recording Officer)

\_\_\_\_\_  
(Date)

## **APPENDIX B - Eligible and Non-eligible Expenses; Cash and In-Kind Contributions Guidelines; and Grant Budget Line Item Definitions**

### **1. ELIGIBLE ADMINISTRATIVE EXPENSES**

#### **General Management**

- Providing executive assistance and clerical support for general management activities and special projects.
- Establishing policies for the development and operation of the transit system.
- Providing top level management for the transit system to implement the development and operations policies.

#### **Personnel Administration**

- Providing supervision and clerical support for personnel activities.
- Maintaining employment history records.
- Recruiting, interviewing, testing, screening and giving medical examinations to prospective employees.
- Administering fringe benefits, medical, welfare, pension, job evaluation, performance evaluation, promotion, and other related programs.
- Conducting orientation programs.
- Providing supervisory and management training.
- Researching labor relations issues.
- Negotiating labor contracts.
- Administering low level grievances.
- Administering a workmen's compensation program.

#### **Other Management and Services**

- Professional services related to the development of transit operations plans, strategic plans, transit feasibility studies, and other studies related to the establishment, expansion or improvement of public transportation and/or TDM services.
- Performing general office activities (receptionist, switchboard, etc.).
- Printing and distributing office supplies and forms.
- Processing incoming and outgoing mail.
- Operating library and central file facilities.
- Accounting, grants management, and performing administrative activities related to the collection and management of revenues.
- Advertising, marketing, and promotion expenses.

### **2. NON-ELIGIBLE EXPENSES**

- 1.) Federal, state, or foreign income taxes.
- 2.) Fines or other penalties imposed by operation of law or legal process.
- 3.) Depreciation costs.
- 4.) Bad debts - any losses arising from uncollectible accounts and other claims and related costs.
- 5.) Contributions and donations.
- 6.) Litigation expenses including, but not limited to, attorney fees and costs. Legal expenses for retainer, review of contracts, etc., will be allowed so long as they are considered reasonable by DRPT. Litigation costs in public liability suits against the state or its agencies are unallowable.

- 7.) Interest and other financial costs **except for debt service, the interest component of lease expenses, and loans previously approved by DRPT.** Interest on borrowing, however, represented, bond discounts, costs of financing and refinancing operations, and legal and professional fees paid in connection therewith are unallowable.
- 8.) Entertainment, cost of amusement, social activities and incidental costs relating thereto, including meals, beverages, lodging, rentals, transportation and gratuities.
- 9.) Non-administrative labor expenses.
- 10.) Wages and fringe benefits of any labor related operating expenses such as vehicle operators, vehicle and non-vehicle maintenance workers, cleaners, etc.
- 11.) Labor costs associated with contracted repairs of vehicles and related equipment.

### 3. CASH AND IN-KIND CONTRIBUTIONS

Cash and In-kind Contributions shall be accepted as part of the grantee matching share when they meet the following criteria:

- 1.) They are verifiable from the grantee's records as a cost borne by the grantee.
- 2.) They are not included as contributions for any other state assisted program.
- 3.) They are necessary and reasonable for proper and efficient accomplishment of project objectives.
- 4.) They are types of charges allowed under state laws and regulations.
- 5.) They are not paid for by the state under another assistance agreement unless authorized under the other agreement and the laws and regulations it is subject to.
- 6.) They are provided for in the approved budget when required by the Department.
- 7.) They conform to other provisions of this Grant Application Package.

Values for grantee in-kind contributions will be established at the grantee's actual cost. Specific procedures for the grantees in establishing the value of in-kind contributions from third parties (not state and federal sources) are set forth below:

- 1.) Valuation of donated expendable personal property - Donated, expendable personal property includes such items as expendable equipment and supplies for office laboratory, workshop, or classroom. Values assessed to expendable personal property included in the cost or matching share should be reasonable and should not exceed the fair market value of the property at the time of donation.
- 2.) Valuation of donated, non-expendable personal property, buildings, land and level or use thereof - The method used for charging matching share for donated non-expendable personal property, buildings, and land may differ depending upon the purpose of the grant as follows:
  - If the purpose is to furnish equipment, buildings or land to the grantee or otherwise provide a facility, the total value of the donated property may be claimed as a matching share.
  - If the purpose of the grant is to support activities that require use of equipment, buildings or land on a temporary or part-time basis, use charges for equipment and buildings may be made. The full value of equipment or other capital assets and fair rental charges for land may be made, provided the Department has approved the charges. The value of donated property will be determined in accordance with the usual accounting policies of the grantee with the following qualifications.
    - a.) Land and buildings - The value of donated land and buildings may not exceed its fair market value, at the time of donation to the grantee as established by an independent appraiser and certified by a responsible official of the grantee.
    - b.) Non-expendable personal property - The value of donated, non-expendable, personal property shall not exceed the fair market value of equipment and property of same

age and condition at the time of donation.

- c.) Use of space - The value of donated space shall not exceed the fair rental value of comparable space as established by an independent appraisal of comparable space and facilities in a privately-owned building in the same locality.
- d.) Loaned equipment - The value of loaned equipment shall not exceed its fair rental value.

In-kind contributions must be used as match only in the years they are earned. Cash contributions can be carried over from year to year.

The basis for determining the valuation for personal services, materials, equipment, buildings, and land must be documented and retained in the agency's records. Rebates, discounts, and special purchasing incentives, such as "buy one, get one free," cannot be considered in-kind services.

In summary, **In-Kind Contributions can only be used as local match when:**

- 1.) There is a verifiable cost borne by the local government for the service, and
- 2.) The service is contributed by the local government to the public transportation program.

**Donations of service from the private sector are not eligible as a match for state funds.**

#### **4. DEFINITIONS OF GRANT BUDGET LINE ITEMS**

This list of budget line items often used in state and federal public transportation grant budgets. A brief description is provided for some of the line items that are not self-explanatory. This is an abbreviated list and is not intended to be exhaustive. If you would like a more detailed list of budget line items, please contact the grant manager.

##### **REVENUES**

The revenue codes include all revenues accrued to the benefit of the project due to the activity of the specific designated department or function.

##### **TAXES**

Taxes dedicated to transit.

##### **FEDERAL FUNDS**

Funds from federal agencies for specific projects agreed to by contract with the grantor.

##### **STATE FUNDS**

Funds from state agencies for specific projects agreed to by contract with the grantor.

##### **LOCAL FUNDS**

Funds from local entities for specific projects, generally for the purposes of maintaining ratios for administrative, operating, capital or other expenditures by contract.

##### **Local Cash**

Funds from local governments in cash.

##### **Local In-Kind**

Services or items given the specific project with an assigned equivalent dollar amount, generally for matching purposes.

##### **SERVICE CHARGES**

Service charges billed to and paid by the entity receiving the service.

##### **Contract Revenue**

Revenue generated by the provision of service with an entity under contract for such services.



**Passenger Fares**

Amounts charged to customers on a regular basis for service.

**Charter Service**

Amounts charged to customers for group transportation, which is not covered by a particular contract.

**Advertising Service**

Amounts charged to customers for space to be made available for advertising purposes.

**SALE OF ITEMS**

Amounts collected from the sale of various items such as materials, scrap, vehicles, and fixed assets.

**CONTRIBUTIONS and DONATIONS**

Amounts and in-kind services freely given to a specific project for its operations and not as a result of services rendered.

**OTHER REVENUE**

Any other revenue received by a specific project, which is not chargeable to another project.

**EXPENDITURES****PERSONAL SERVICES**

Expenditures for personal services include all compensation to permanent, temporary employees and their corresponding staff benefits.

**Salaries and Wages****Fringe Benefits****Education and training (business related)****Other****SUPPLIES AND MATERIALS**

Include commodities that are consumed within a relatively short period or the use of which results in a material change in, or an appreciable impairment of their physical condition. It also includes all articles or substances in a natural, prefabricated or manufactured state that are either used for current purposes or processed in the construction or manufacture of articles.

**Cleaning Supplies****Educational and First Aid Supplies**

Includes classroom supplies for instructional purposes, examination supplies, first aid kits, etc.

**Vehicle Supplies and Materials**

Tangible maintenance and operating resources for use and preservation of motor vehicles.

**Motor Fuels and Materials****Tires and Tubes****Parts****Electric propulsion****Vehicle Signs and Painting Supplies****Office Supplies and Materials**

Office supplies and non-capital office furniture and equipment.

**Data Processing Supplies****Tools and Machinery****Other****OBLIGATIONS AND SERVICES**

All payments for operation and maintenance services rendered by firms or individuals. Examples belonging to this group include travel, communication, utilities, printing, etc.

**Travel**

Reimbursement of employees when traveling on business for the specific project

or related areas.

**Communication Services**

The cost of communications, including phones, fax, postage, etc.

**Utilities**

Heat, lights, power, water and sewer expense for project buildings, other facilities, and equipment.

**Printing and Reproduction**

**Contracted Repairs** (buildings, vehicles, equipment, etc.)

**Advertising and Promotion Media**

Includes advertising and publicity in newspaper, radio, video, magazines and related items.

**Data Processing**

**Management Fee**

**Other Obligations and Services**

**FIXED CHARGES AND SERVICES**

Includes payments for rentals, insurance, pensions, benefits and other current expense.

**Rental of Real Property**

Cost of the acquisition of the use of space not owned by the specific project.

**Rental of Data Processing Equipment**

**Rental of Equipment**

Cost of use of all equipment not owned by the specific project.

**Service and Maintenance Contracts**

Cost of contracts, covering specific periods of time for maintenance of owned or otherwise controlled equipment.

**Insurance and Bonding**

Cost of insurance on property or against specific or general liabilities of the project.

**Indirect Costs**

Amounts charged to the project for function on account of general and administrative services under a central or departmental indirect cost plan.

Indirect cost plans are subject to prior approval by DRPT.

**Professional Services**

Retainer fees and expenses paid to professionals, not employees of the specific project for their special expertise. Includes accounting, legal, A/E, management and marketing services.

**Other Fixed Charges** (Dues and subscriptions, taxes and licenses, etc.)

**CONTRACTS, GRANTS, SUBSIDIES AND ALLOCATIONS**

This category includes all expenditures of monies appropriated by the specific project to any other entity.

**Purchased Transportation Services**

**Charter Services**

**DEBT SERVICE**

Amounts paid for principal, interest and service charges on funded debt owned by the project.

**BUDGETARY ACCOUNTING ONLY - Contingency (Capital)**